



California Department of State Hospitals

AUTOMOTIVE POOL MANAGER II

Exam Code: 1MHAF

Administering Department: Department of State Hospitals

Exam Type: Promotional

Bulletin Release: 02/26/2021

Final Filing Date: 3/26/2021

Class Code: 6883

CLASSIFICATION DETAILS

Automotive Pool Manager II - \$5,282.00 - \$6,564.00 per month.

View the [Automotive Pool Manager II classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: 3/26/2021

Applications are accepted until the final file date listed above.

Dates printed on envelopes by mobile barcodes or equivalent mobile print technology are not acceptable proof of the date the application and any other required documents or materials were filed.

Examination Type and Position Locations:

This is a promotional examination for the Department of State Hospitals. Examination and/or Employment Applications will not be accepted on an open basis. Career credits do not apply.

Examination Eligibility Limitation:

Competitors must have a permanent civil service appointment with the Department of State Hospitals or meet the provisions of California Code of Regulations [234](#), [235](#), or [235.2](#) as of the final filing date in order to take this examination.

Who Should Apply:

Applicants who meet the minimum qualifications by the announced final filing date. Applicants must have a permanent civil service appointment with the Department of State Hospitals within three years of the final filing date in order to take this examination. Employees who have limited-term appointments in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examination in the department. Otherwise employees must be:

- 1) A current or former employee of the legislature for two or more years as defined in government code (GC) section 18990; OR
- 2) A current or former non-elected exempt employee of the executive branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in GC section 18992; OR
- 3) Persons retired from the united states military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC section 18991.

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this examination. Once you have taken this examination, you may not retake it for **12** months.

Unless otherwise stated on this bulletin, you must meet the Minimum Qualifications by the Final Filing Date or cut-off-date stated above.

How to Apply:

Applicants are required to submit an [Examination Application \(STD 678\)](#), found at www.calcareers.ca.gov, either by mail, in person, or via email to the address listed below.

Once your application has been submitted, you must complete the **Training and Experience (T&E)** following the instructions below under, **Taking the Examination**.

Examination Services staff will screen each application. Applicants meeting the minimum qualifications will be admitted into the examination. **Applicants must submit the STD. 678 as well as the T&E. Failure to do so will result in a delay in the examination process.**

The preferred method to apply is by emailing your STD 678 to:

AutomotivePoolManager2@dsh.ca.gov

Electronic signatures are acceptable.

Indicate the Classification on your Examination Application (STD 678).

You may apply by mail to:
Department of State Hospitals – Sacramento
Selection Services Unit
1600 9th Street – Room 121
Sacramento, CA 95814

Indicate the Classification on your Examination Application (STD 678).

You may apply in person at:
Department of State Hospitals – Sacramento
1600 9th Street
Sacramento, CA 95814
Monday through Friday, 8am to 5pm (excluding State holidays)

Indicate the Classification on your Examination Application (STD 678).

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements. Additionally, State experience applied toward the Pattern II must include at least one year in a promotional State experience pattern.

Either 1

Two years of experience in California state service performing the duties of an Inspector of Automotive Equipment or Senior Inspector of Automotive Equipment. **or**

Three years of experience in California state service performing automotive pool duties comparable in level of responsibility to Automotive Pool Manager I, or Automotive Mechanic Supervisor.

Or 2

Four years of experience as either:

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1 – Service manager or service representative for a large garage or vehicle repair and sales agency employing a minimum of 10 mechanics; **or**

2 – Inspector for a large private or public agency with responsibility for the inspection for maintenance of a group of over 150 vehicles; **or**

3 – Operator or manager of a private car rental agency of 50 or more vehicles.

POSITION DESCRIPTION

The incumbent is a manager of a large State garage.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Knowledge of principles and methods of garage management and operation of parking facilities.
2. Knowledge of servicing requirements of vehicles and other internal combustion engine equipment.
3. Knowledge of auto body and mechanical component repair methods and costs.
4. Knowledge of layout of garage service and shop facilities.
5. Knowledge of safety principles and practices.
6. Knowledge of State traffic laws.
7. Knowledge of principles of supervision.
8. Knowledge of principles of effective organization, budgeting, management and administration of contracts.

Ability to:

1. Ability to develop and recommend appropriate standards, policies and methods.

2. Ability to be sensitive to the needs and requirements of the agencies and people served.
3. Ability to establish and maintain cooperative relations with State agencies and with persons contacted in the course of the work.
4. Ability to establish, maintain, and analyze detailed records.
5. Ability to write letters and reports.
6. Ability to prepare budget estimates.
7. Ability to analyze situations and take effective action.

ELIGIBLE LIST INFORMATION

A departmental, promotional eligible list for the **Automotive Pool Manager II** classification will be established for use by the Department of State Hospitals (DSH). The list will be in effect for a minimum of 12 months. The list will be abolished 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

Veterans' Preference credit is not granted in promotional examinations.

Career credits are not granted for examinations administered on an Open or Promotional basis.

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

1. **Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.
2. **Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.
3. **Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

Step 1. Submit your application following the instructions above.

Step 2. [Click on this link to take the Automotive Pool Manager II examination.](#)

Once your application has been received and it has been determined that you meet the Minimum Qualifications for entrance into the examination, your examination will be processed, and you will receive your exam results by mail within 4 – 6 weeks of the cut-off-date stated above.

TESTING DEPARTMENTS

Department of State Hospitals

CONTACT INFORMATION

Questions relating to this exam should be directed to:

Department of State Hospitals

Selection Services Unit

Monday through Friday, 8am to 5pm (excluding State Holidays)

Phone: 916-651-8832

Email: AutomotivePoolManager2@dsh.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice). TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your CalCareer Account at the following website:

<http://www.CalCareers.ca.gov/>

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If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The Department of State Hospitals reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. This examination may be canceled by the Department of State Hospitals at any time prior to the establishment of the employment list. Such revision or cancelation will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.